

F. No.1-140/2024-Estt./(Vol.VI)/

Dated: 14-10-2025

**WALK –IN- INTERVIEW**

Walk – in – Interview will be held on **04<sup>th</sup> November, 2025 at 11:30 a.m.** at this Directorate for the following temporary and contractual engagement of one (01) Young Professionals-I at this Directorate for a period of one year. However, it may likely to be extended at the discretion of the Director of this Institute.

(i) Young Professional-I (Audit &Accounts)	01(one) Position	<p><b><u>Essential Qualification:</u></b> B.Com/BBA/BBS (with minimum 60% marks) from a recognized university/college.</p> <p><b><u>Desirable:</u></b> Good in English with verbal and written communication skills. Working knowledge in Computer, MS Office and Internet, Knowledge in GST filing, able to handle PFMS, ICAR ERP-FMS; ICAR e-office; TDS/ professional tax filing etc.</p> <p><b><u>Job Roles:</u></b></p> <ul style="list-style-type: none"> <li>• Verification of Bills with reference to rules and regulations of ICAR &amp; GOI</li> <li>• Knowledge of TDS provisions and implementing the same while processing the bills and issuing the Form-16 and Form-16A to the employees and suppliers respectively.</li> <li>• Knowledge of GST provisions. GST Payments and Filing of GST Returns before due dates.</li> <li>• Knowledge of Government Grants and</li> <li>• Preparation of Financial Statements i.e., Trial Balance, Income and Expenditure Account, Receipts and Payment Account and Balance at regular intervals</li> <li>• Knowledge in General Financial Rules, 2017 (GFR), Central Public Procurement Portal (CPP), Bharat Kosh, Public Financial Management System (PFMS); ERP-FMS; e-office and Government e- Market (GeM) will be an added advantage</li> <li>• Preparation and presentation of Budgets and reports.</li> <li>• Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations</li> </ul> <p><b><u>Job description:</u></b></p> <ul style="list-style-type: none"> <li>• Should Support the day-to-day execution of general accounting, support to clients. Performs accounting functions specifically in the areas of account balancing, ledger reconciliation, reporting and discrepancy resolution.</li> </ul>
<b>Emoluments:</b>	Pay	Rs.30,000 (fixed) per month.
Duration of the Project		Initially for a period of one year. However, it may likely to be extended at the discretion of the Competent Authority of this Institute.

**Terms and Conditions:**

1. Age Limit: 21- 45 years. Relaxation of age admissible for SC/ST & OBC and other category candidates as per Govt. of India/ICAR norms.
2. No. Objection Certificate from the present employer is a must if already working.
3. The above position is purely temporary and contractual basis. The number of Young Professional-II may be reduced or increased at the discretion of the competent authority.
4. There is no provision of re-employment after termination of the project.
5. No. T.A./DA will be paid to any candidate for attending the interview.
6. Canvassing in any form will lead to cancellation of candidature.
7. The decision of Director, DPR would be final and binding in all aspects.
8. The Candidates should bring bio-data, original certificates, one set of self-attested Photocopies of Certificates, Experience certificates if any, NOC from employer, if employed, and a latest passport size Photograph at the time of interview.
9. Candidates may register their candidature from 09:30 a.m. to 10:30 a.m. only on **04<sup>th</sup> November, 2025**

*T.R. Vijaya Lalini*  
(T R VIJAYALAKSHMI) *intdys*  
ASST. ADMN. OFFICER

**Circulation to:**

- Notice Board (Office/Farm/Hatchery)/Guard file.
- I/C ARIS CELL, with a request to post the advertisement on the Institute's Website.